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Minimum Qualification Specifications
for the Classes:

OFFSET PRESS OPERATOR I, II, III, AND IV

Training Requirement:

Graduation from high school. Any clerical, office, supervisory or work that involves a high degree of mechanical ability may be substituted for training on a year-for-year basis.

Experience Requirements:

Except for the substitution provided for below, applicants must possess the kind and quality of experience as described in the paragraphs following.

Class Title	Machine Exp (years)	Supervisory Exp (years)	Total Exp (years)
Offset Press Operator I	1	0	1
Offset Press Operator II	2	0	2
Offset Press Operator III	3	0	3
Offset Press Operator IV	3	1/2	3-1/2

Machine Experience: Experience in the operation of one or more types of offset machines in printing different materials involving 2 or more colors.

Supervisory Experience: For this requirement, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by detail to supervisory positions; by service as a team leader, group leader, straw boss, senior operator, instructor or other capacity that involve working with or directing others; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals of a supervisor indicating the possession of supervisory potential. This demonstration of potential or aptitude may be any line of work and is not limited to machine operation.

Substitution of Training for Experience: Any recognized offset pressman apprenticeship program may be substituted for work experience on a year-for-year basis, provided the applicant has had training in color work and in the actual operation of the

offset machine.

Physical Requirements:

Applicants must be able to perform efficiently the duties of the position, which are described elsewhere in this announcement. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to distinguish shades of colors is essential. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. Any physical condition which would cause the applicant to be a hazard to himself or to others will disqualify for appointment. A person with a handicap will be considered upon demonstration of ability to perform the required tasks or have the ability or means to compensate for his handicap sufficiently to perform the job. In addition, applicants must possess emotional and mental stability.

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This is an amendment to the minimum qualification specification for the Offset Pressman series which was adopted on March 12, 1964.

APPROVED: 3/1/71 (for) s/David Luke
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Director of Personnel Services

Note: Class titles changed to OFFSET PRESS OPERATOR I, II, III & IV